

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2816

04 AUGUST 2016



Personnel

INSPECTOR GENERAL AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/IGQ

Certified by: SAF/MR
(Mr. Daniel R. Sitterly)

Supersedes: AFI 36-2816, 2 February
2011

Pages: 13

This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1), the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) develops HRM policy for the TF HRM Governance. This instruction describes the annual John P. Flynn, Howard W. Leaf, Junius W. Jones Inspector General Awards, Air Force Office of Special Investigations individual and unit awards, and the Air Force Inspection Agency Platinum Eagle recognition program. It explains eligibility requirements, the selection process, and the Secretary of the Air Force Inspector General's (SAF/IG) award presentation. It also outlines procedures for presenting Performance Recognition Coins. This publication applies to all major command (MAJCOM), numbered air force, (NAF), field operating agency (FOA), direct reporting unit (DRU), Joint Force Headquarters – State (JFHQ-St), and wing activities with a trained/certified inspector general (IG). This instruction applies to the Air Force Reserve and Air National Guard personnel. Ensure that all records created as a result of processes described in this publication are maintained in accordance with (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847 from the field through the appropriate MAJCOM IG.

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 United States Code, Chapter 857. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System of Record Notice(s) F036 AF PC V, Awards and Decorations apply.

SUMMARY OF CHANGES

This document is substantially revised and should be reviewed in its entirety. This instruction has administrative and reference updates. A new category (Category V) has been added to the Flynn Award. This category is for National Guard State Joint Force Headquarters and that group has been removed from Category III. The Leaf Award now has four categories, points have been assigned to the three selection criteria and headings identified for the AF IMT 1206. A new annual award, the Junius W. Jones Inspector General Award, has been added. The Jones award recognizes the outstanding Commander's Inspection Program. The Air Force Office of Special Investigations (AFOSI) individual special agent and unit awards program are added. Procedures for presenting Inspector General Performance Recognition Coins were added.

1. John P. Flynn Inspector General Awards

1.1. **Award Description.** The John P. Flynn Inspector General awards recognize the Inspector General Complaints Resolution Program Office that best embodies the six fundamental characteristics of Lieutenant General Flynn's leadership model: integrity, justice, compassion, loyalty, courage, and spirit. Consideration should be given to the IG offices whose performance is proactive as well as above and beyond the completion of day-to-day mission requirements.

1.2. Award Categories:

1.2.1. Category I. Installation level complaints resolution program office.

1.2.2. Category II. Air Force Reserve Command (AFRC) and Air National Guard (ANG) wing-level complaints resolution program office.

1.2.3. Category III. Numbered Air Force (NAF) / DRU / FOA or equivalent-level complaints resolution program office.

1.2.4. Category IV. MAJCOM-level complaints resolution program office.

1.2.5. Category V. Joint Force Headquarters – State (JFHQ-St).

1.3. **Award Eligibility.** IG offices in the above categories are eligible regardless of rank/grade structure or number of personnel.

1.4. **Selection Criteria.** Criteria are based solely on complaints resolution activities. Other activities, such as inspections, exercise evaluation, etc., are not to be considered.

1.4.1. **Leadership and Job Performance (50 points).** Examples may include (but are not limited to) noteworthy management achievements, significantly improving processes or dealing with complex problems.

1.4.2. Initiative (25 points). Examples may include (but are not limited to) synopsis of the innovation or unique organizational achievement that positively contributes to the Air Force Complaints Resolution Program.

1.4.3. Training (25 points). Examples may include (but are not limited to) originality of training initiatives, quality of development, importance to the organization, and degree of completion.

2. The Howard W. Leaf Inspector General Awards.

2.1. **Award Description.** The Howard W. Leaf Inspector General awards recognize the outstanding enlisted, officer, and civilian inspectors in the United States Air Force assigned to a MAJCOM, FOA, DRU, or Wing IG team.

2.2. Award Categories.

2.2.1. Category IA Enlisted and Category IB Civilian (GS-5 – GS-11). Nominees will be inspectors in the grade of senior master sergeant and below and civilians in the grade of GS-5 through GS-11 assigned to a MAJCOM, FOA, DRU. (T-1).

2.2.2. Category IIA Officer and Category IIB Civilian (GS-12 – GS-15). Nominees will be inspectors in the grade of second lieutenant through colonel and civilians in the grade of GS-12 through GS-15 assigned to a MAJCOM, FOA, DRU. (T-1).

2.2.3. Category IIIA Enlisted and Category IIIB Civilian (GS-5 – GS-11). Nominees are inspectors in the grade of senior master sergeant and below and civilians in the grade of GS-5 through GS-11 assigned to a wing. (T-1).

2.2.4. Category IVA Officer and Category IVB Civilian (GS-12 – GS-15). Nominees are inspectors in the grade of second lieutenant through lieutenant colonel and civilians in the grade of GS-12 through GS-15 assigned to a wing. (T-1).

2.3. **Award Eligibility.** MAJCOM, FOA, and DRUs are authorized one nomination for each award category. Wing award nominations are submitted through the respective higher headquarters. ANG wings will submit through their JFHQ-St. (T-1).

2.4. **Selection Criteria.** IGQ functions (COMPLAINTS RESOLUTION) are not included; any IGQ information submitted will be excluded from the evaluation process.

2.4.1. Job Performance (60 points). Significant inspection findings, positive mission impact or any other area that improves inspection quality.

2.4.2. Initiative (20 points). Improved inspection techniques, guidelines, etc. emphasizing what was done, why it was important and actual results achieved.

2.4.3. Professional Qualities (20 points). Examples may include military/professional bearing, self-improvement, efforts to share experience with inspected units and representation of the AF in community activities.

3. The Junius W. Jones Inspector General Award.

3.1. **Award Description.** The Junius W. Jones Inspector General Award recognizes the outstanding Commander's Inspection Program. Consideration is given to the commander's inspection program whose performance is proactive as well as above and beyond the completion of day-to-day mission requirements.

3.2. Award Categories.

3.2.1. Category I. Active Duty Wing Commander's Inspection Program.

3.2.2. Category II. Air Force Reserve Command (AFRC) and Air National Guard (ANG) Wing Commander's Inspection Program.

3.2.3. Category III. FOA/DRU or Equivalent-level Commander's Inspection Program.

3.3. **Award Eligibility.** Commander's Inspection Program in the above categories are eligible regardless of rank/grade or number of personnel. FOA, and DRUs are authorized one nomination for each award category. Wing award nominations are submitted through their respective higher headquarters. ANG wings will submit through their JFHQ-St. (T-1).

3.4. **Selection Criteria.** Criteria may include complaints resolution activities as a result of the Commander's Inspection Program.

3.4.1. Leadership and Job Performance (50 points). Examples may include (but are not limited to) noteworthy management achievements, significantly improving processes or dealing with complex problems.

3.4.2. Initiative (25 points). Examples may include (but are not limited to) synopsis of the innovation or unique organizational achievement that positively contributes to the Commander's Inspections Program.

3.4.3. Training (25 points). Examples may include (but are not limited to) originality of training initiatives, quality of development, importance to the organization, and degree of completion.

4. AFOSI Individual Awards Program.

4.1. **Award Description.** The Special Investigations functional annual awards program recognizes credentialed AFOSI special agents (SAs) in AFOSI who have excelled in performance and made outstanding contributions to the Air Force special investigations and counterintelligence missions.

4.2. Award Categories.

4.2.1. Field Grade Officer Special Agent of the Year. This award, sponsored by the Association of Former AFOSI Special Agents (AFOSISA), recognizes an active duty officer special agent (SA) in the grades of major or lieutenant colonel.

4.2.2. Captain Lee C. Hitchcock Company Grade Officer Special Agent of the Year. This award, sponsored by AFOSISA, is in honor of Special Agent (Captain) Hitchcock who was killed in the line of duty on 10 September 1967 while serving in Pleiku, Vietnam. This award recognizes an active duty officer SA in the grades of second lieutenant through captain.

4.2.3. Individual Mobilization Augmentee Officer Special Agent of the Year. This award recognizes an Air Force reserve officer SA regardless of grade.

4.2.4. Chief Master Sergeant Herbert L. Hall Senior Enlisted Special Agent of the Year. This award, sponsored by AFOSISA, is in honor of Special Agent (Chief Master Sergeant) Hall, a member of the AFOSI Hall of Fame and one of three finalists for assignment as the first Chief Master Sergeant of the Air Force. This award recognizes an

active duty enlisted SA in the grades of master sergeant (MSgt) through chief master sergeant (CMSgt).

4.2.5. Enlisted Special Agent of the Year. This award, sponsored by AFOSISA, recognizes an active duty enlisted SA in the grades of senior airman through technical sergeant.

4.2.6. Individual Mobilization Augmentee Enlisted Special Agent of the Year. This award recognizes an Air Force reserve enlisted SA regardless of grade.

4.2.7. Rudolph M. Schellhammer Senior Civilian Special Agent of the Year. This award, sponsored by AFOSISA, is in honor of Special Agent Schellhammer, a charter member of the agency and of its Hall of Fame who selflessly dedicated over 35 years to AFOSI. This award recognizes a civilian SA in the grade of GS-14 or GS-15.

4.2.8. Civilian Special Agent of the Year. This award, sponsored by AFOSISA, recognizes a civilian SA in the grades of GS-7 through GS-13.

4.2.9. Host Nation Employee of the Year Award. This award recognizes the accomplishments and professional contributions of a host nation investigative assistant, special investigator, or other foreign national employee ineligible for recognition in another category.

4.3. **Award Eligibility.** Awards are reserved for credentialed SAs assigned to AFOSI or to its external requirements, and to host nation employees who assisted in the accomplishment of the AFOSI mission.

4.4. **Selection Criteria.** Nominations for these awards focus on "over and above" performance and contributions to AFOSI and the AF when compared to peers.

5. AFOSI Unit Awards.

5.1. **Award Description.** These awards recognize units whose cumulative investigative accomplishments and professional contributions warrant such recognition.

5.2. Award Categories.

5.2.1. Small Detachment of the Year. This award honors a small detachment for demonstrated performance and specific achievements. Detachments with fewer than 10 manpower authorizations as of 31 December are eligible to compete for this award.

5.2.2. Large Detachment of the Year. This award honors a large detachment for demonstrated performance and specific achievements. Detachments with 10 or more manpower authorizations as of 31 December are eligible to compete for this award.

5.2.3. Squadron of the Year. This award honors any AFOSI squadron for demonstrated performance and specific achievements.

5.3. **Award Eligibility.** AFOSI activities opened on or after 1 July are ineligible to compete for unit awards in that calendar year. Operating locations (OLs) are considered as a component of the parent unit and are not eligible to compete independently for awards.

5.4. **Selection Criteria.** Nominations for these awards focus on "over and above" performance and contributions to AFOSI and the AF when compared to peers.

6. Submittal of Nominations.

6.1. General. Use the AF IMT 1206, Nomination for Award. Nominations are one page, single-spaced, 12 pitch, Times New Roman font, bullet format, using specifics from the applicable calendar year only. Do not include classified information in the nomination. See Attachments 2 through 4 for more specific guidance.

6.2. Submission Timeline for the IG Awards. The Flynn, Leaf, and Jones award nominations for the previous calendar year must be submitted to the award point of contact by 1 March. (T-1). Submission instructions are outlined in a “call for nominations” message released by SAF/IG.

6.3. Submission Timeline for the AFOSI Awards. Award nominations for the previous calendar year must be submitted to the award point of contact as outlined in a “call for nominations” message released by AFOSI.7.

7. Awards Selection Board.

7.1. Inspector General Awards Selection Board. The Deputy Inspector General chairs the Flynn, Leaf, and Jones Award Selection Boards, which include four colonels selected by the board chair. The Inspector General may decide not to make an award in any category if he/she finds no suitable nominees.

7.2. AFOSI Awards Selection Process. Board membership is determined by AFOSI/CC. The board president will submit recommendations to AFOSI/CC. AFOSI/CC selects award recipients for each category of individual and unit awards and announces award winner selections to SAF/IG, Headquarters AFOSI and subordinate units. AFOSI/CC selects award recipients for each category of individual and unit awards and announces award winner selections to SAF/IG, Headquarters AFOSI and subordinate units.

8. Platinum Eagle Recognition Program.

8.1. Program Description. A semi-formal process to recognize and drive outstanding performance and innovation throughout the Air Force. Intent is to both recognize outstanding individuals and teams as well as spread good ideas for AFIS implementation and execution. The Inspector General is final decision authority and informs MAJCOM IG or MAJCOM CC of recipient.

8.2. Selection Criteria.

8.2.1. Candidates are nominated and deliberated by Air Force Inspection Agency inspection teams at weekly discussion forums following site visits, UEI Capstone, NSI or directed inspections.

8.2.2. Selections for Platinum Eagle recognition may be made on a quarterly basis, without a quota.

8.3. Award Criteria.

8.3.1. Nominees are forwarded to SAF/IG based on merit, performance, innovation and application of the Air Force Inspection System for consideration by The Inspector General.

9. The Inspector General's Performance Recognition Coins.

9.1. **Award Criteria.** The Inspector General, or those designated by the IG, may present performance recognition coins to personnel of the Department of the Air Force, including the Air National Guard and Air Force Reserve, and to personnel of other military departments and Executive Branch agencies for outstanding contributions or service rendered in furtherance of the Air Force mission. Presentation of a coin recognizes either continuing contributions or a single achievement. The purpose of a coin is to provide the Inspector General or his designee with an informal means to show recognition of and appreciation for superior job performance. Non-appropriated fund employees are ineligible to receive this award if the coin was purchased with appropriated funds.

10. Description of Awards.

10.1. **Flynn Award.** Category award recipients receive an engraved eagle statue trophy. Names of winning organizations are also engraved on plaques permanently displayed in the Pentagon. Flynn award winners are eligible to wear the Air Force Recognition Ribbon or the Air Force Recognition Lapel Pin IAW AFI 36-2805, Special Trophies and Awards.

10.2. **Leaf Award.** Award recipients receive an engraved plaque. Names of winning individuals are also engraved on plaques permanently displayed in the Pentagon. Leaf award winners are eligible for the Air Force Recognition Ribbon or the Air Force Recognition Lapel Pin IAW AFI 36-2805.

10.3. **Jones Award.** Award recipients receive an engraved plaque. Names of winning individuals are also engraved on plaques permanently displayed in the Pentagon. Jones award winners are eligible for the Air Force Recognition Ribbon or the Air Force Recognition Lapel Pin IAW AFI 36-2805.

10.4. **AFOSI Individual Functional Awards.** Each individual award recipient will receive a trophy or other suitable award. Award winners are eligible for the Air Force Recognition Ribbon IAW AFI 36-2805.

10.5. **AFOSI Unit Awards.** Award winners will receive a trophy or other suitable award. (T-1). Award winners are not eligible for the Air Force Recognition Ribbon IAW AFI 36-2805, para 1.8.2.1.

10.6. **Inspector General's Performance Recognition Coins.** Coins are purchased with appropriated funds IAW AFI 65-601, Vol. 1, Budget Guidance and Procedures, Para 4.29.2.. The coins are to be presented as cast from the die without further embellishment, and cannot be personalized.

11. Award Announcement and Presentation.

11.1. **Flynn Award.** SAF/IG will announce and present John P. Flynn award winners at the annual Worldwide Inspector General Conference or by 15 May. In addition, all nominees will receive letters of recognition signed by The Inspector General.

11.2. **Leaf Award.** SAF/IG will announce Howard W. Leaf award winners at the annual Worldwide Inspector General Conference or by 15 May. SAF/IG or a designated representative will notify the commander and recipients of the winner and plan for presentation. In addition, all nominees will receive letters of recognition signed by The Inspector General.

11.3. **Jones Award.** SAF/IG will announce Junius W. Jones award winners at the annual Worldwide Inspector General Conference or by 15 May. SAF/IG or a designated representative will notify the commander and recipients of the winner and plan for presentation. In addition, all nominees will receive letters of recognition signed by The Inspector General.

11.4. **AFOSI Awards.** Individual and unit award winners will be recognized at the annual AFOSI Awards Banquet or by 15 May. AFOSI/CC or a designated representative will notify the commander and recipients of the winner and plan for presentation.

11.5. **Inspector General's Performance Recognition Coins.** Individuals and groups may be recognized on the spot or at an appropriate meeting, such as an inspection outbrief or commander's call.

GREGORY A. BISCONE, Lt General, USAF
The Inspector General

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, Awards and Decorations Programs, 9 May 14

AFPD 90-2, Inspector General--The Inspection System, 26 Apr 06

AFI 36-2805, Special Trophies and Awards, 14 Mar 13

AFMAN 33-363, Management of Records, 1 Mar 08

Adopted Forms.

AF Form 1206, Nomination for Award, current version

AF IMT 837, Recommendation for Change of Publication, current version

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFOSI—Air Force Office of Special Investigations

AFOSISA—Association of Former OSI Special Agents

AFOSI/CC—Commander, Air Force Office of Special Investigations

AFOSI/CV—Vice Commander, AFOSI

AFOSI/CX—Executive Director, AFOSI

AFRC—Air Force Reserve Command

ANG—Air National Guard

ASB—Awards Selection Board

DoD—Department of Defense

DRU—Direct Reporting Unit

FIS—Field Investigations Squadron

FOA—Field Operating Agencies

GS—General Schedule [Federal Employee]

HQ AFOSI/PA—Public Affairs, Headquarters AFOSI

IAW—in accordance with

IG—Inspector General

IMA—Individual Mobilization Augmentee

JFHQ-St—Joint Forces Headquarters-State

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulation

MAJCOM—Major Command

NAF—Numbered Air Force

OLs—Operating Locations

OPR—Office of Primary Responsibility

POC—Point of Contact

SA—Special Agent

SAF/IG—Secretary of the Air Force, Office of the Inspector General

SAF/IGI—Secretary of the Air Force, Inspections Directorate

SAF/IGQ—Secretary of the Air Force, Complaints Resolution Directorate

SAF/PA—Public Affairs, Headquarters AF

Attachment 2**REQUIREMENTS FOR JOHN P. FLYNN INSPECTOR GENERAL AWARD
NOMINATION PACKAGE****A2.1. Part I Letter of Transmittal (One Original).**

A2.1.1. Include organization title, command and location.

A2.1.2. Do not include laudatory comments or endorsements.

A2.1.3. Have MAJCOM (to include wing submissions), , FOA, or DRU commander/vice commander sign the letter. The Adjutant General (TAG) or Adjutant General, Air (ATAG) will sign the letter for ANG wings.

A2.2. Part II Narrative Justification (One Original).

A2.2.1. Provide justification in bullet format, front side only, AF IMT 1206, Nomination for Award. Information submitted on back page of AF IMT 1206 is not considered. Headers for the three subcategories (Leadership and Job Performance; Initiative; and Training) should be included. Category is either IA/B, IIA/B, IIIA/B, or IVA/B; commander is the IG's commander.

A2.2.2. The nomination should emphasize specific, tangible achievements which benefited the unit, MAJCOM, or equivalent, and the Air Force. Include quantifiable achievements in both day-to-day activities and initiatives that go above and beyond expectations. This information should be drawn from any management indicators used to evaluate complaint resolution programs. Use the headings indicated in paragraphs 1.4.1.-1.4.3. Avoid inflated terms and generalities; 15 lines maximum.

A2.3. Photo. Provide official photograph for individual award nominees. Team and group nominees' photographs should be of professional quality. All photos should be submitted in digital format.

Attachment 3**REQUIREMENTS FOR HOWARD W. LEAF INSPECTOR GENERAL AWARD
NOMINATION PACKAGE****A3.1. Part I Letter of Transmittal (One Original).**

A3.1.1. Include nominee's name, grade, duty title, organization, command, and location.

A3.1.2. Do not include laudatory comments or endorsements.

A3.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter. The Adjutant General (TAG) or Adjutant General, Air (ATAG) will sign the letter for ANG wings.

A3.2. Part II Narrative Justification (One Original).

A3.2.1. Provide justification in bullet format, front side only, AF IMT 1206, Nomination for Award. Information submitted on back page of AF IMT 1206 is not considered. Category is either I, II, III or IV; commander is either MAJCOM, , FOA, DRU or Wing IG.

A3.2.2. Use the headings indicated in paragraphs 2.4.1.-2.4.3. Cite specific actions and results. Avoid inflated terms and generalities; 15 lines maximum.

Attachment 4

REQUIREMENTS FOR JUNIUS W. JONES AWARD NOMINATION PACKAGE

A4.1. Part I Letter of Transmittal (One Original).

A4.1.1. Include nominee's name, grade, duty title, organization, command, and location.

A4.1.2. Do not include laudatory comments or endorsements.

A4.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter. The Adjutant General (TAG) or Adjutant General, Air (ATAG) will sign the letter for ANG wings.

A4.2. Part II Narrative Justification (One Original).

A4.2.1. Provide justification in bullet format, front side only, AF IMT 1206, Nomination for Award. Information submitted on back page of AF IMT 1206 is not considered. Category is either I, II or III; commander is either MAJCOM, FOA, or DRU IG.

A4.2.2. Use the headings indicated in paragraphs 3.4.1.-3.4.3. Cite specific actions and results. Avoid inflated terms and generalities; 15 lines maximum.